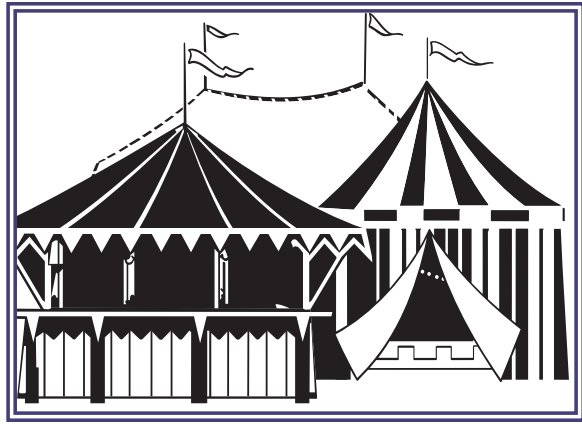




TENTS

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for a permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, Contractor and/or plan preparer's name, address and phone number
- Project description, including size and location of tents and/or rides and games
- Workers' Compensation Insurance Certificate or waiver

If installer is property owner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate

If contractor has employees, a Certificate of Workers' Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester
Permit Office
Room 121B CH,
30 Church St.
Rochester, New York 14614

MAPS & DRAWINGS REQUIRED

- Two (2) copies of Instrument Survey Map for subject property showing location of tents and devices
- Flame Spread Certificate for tent material

FEE

- \$100.00 per property

MINIMUM REQUIRED INSPECTIONS

- Final inspection immediately upon installation

Call 428-7037 to schedule Fire Safety appointment

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is issued. Permits can be obtained in room 121B of City Hall.
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am-4:45pm.

USEFUL INFORMATION

- Contact the Division of Fire Safety at 428-7037 if cooking facilities will be located inside the tent
- The Bureau of Real Estate must approve all events taking place on city-owned parcels, call 428-6951 for more information
- All tent and/or amusement device permits must be approved by the Director of Zoning
- In no case shall any supports (i.e. poles, cables, stakes, ropes) extend over the lot line or public right-of-way
- Temporary electrical service will require a separate electrical permit, call 428-7812

Call 428-6526 with any other questions during the planning stages.

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.